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**Welcome to Mansfield Discovery Depot~ 'where *children learn and grow*'**

At Mansfield Discovery Depot our mission is to help each young child get a strong foundation for learning and growth by responding to their individual needs and interests. We are committed to providing consistent, nurturing care in a warm and predictable environment.

Our ethical responsibility to children and families is to create and maintain safe, healthy settings that foster children's social, emotional, intellectual and physical development while respecting their dignity and their contributions. We will work to establish mutual trust and create partnerships with all families served. We will work collaboratively with families and the community to ensure that children are provided with optimal learning experiences.

Our educational philosophy is that children will develop and learn to see themselves as active explorers and questioners of their environment where they are able to practice the personal and social skills necessary to develop friendships and acquire an attitude of respect for differences among people as well as celebrate cultural and ethnic diversity. Children will develop a love of learning through the language and literacy rich environment of each classroom, learning the art of conversation and how to communicate through speaking, signing, drawing and writing.

The *Connecticut Guidelines for the Development of Infant and Toddler Early Learning* and the *Connecticut Preschool Curriculum and Assessment Frameworks* are used as the basis for planning learning experiences, observing and documenting child progress and implementing teaching strategies. Teachers use a non-intrusive style, which provides lots of modeling and respects individual cultural, physical and learning style differences.

Annually, all staff and parents participate in the NAEYC evaluation process through their respective surveys. Evaluations are used to enhance program improvement efforts. Information about survey findings we will be shared upon completion.

## **I. Hours of Operation**

### ***Serving children 6 weeks-Kindergarten, year round***

***Our program is designed for children to develop healthy relationships with staff and children. Children are assigned to a teaching team. Your child will experience a minimum number of groups, teaching staff and class transitions during their enrollment at Mansfield Discovery Depot. (NAEYC 10.B.13)***

Infants from 7:30am - 5:00pm (6wks – 18months)

Toddlers (18months – 36months), Preschool (36months –60months),

Kindergarten from 7:00am - 5:00pm

'Coupon Care' is available from 5:00pm - 5:30pm for Toddlers, Preschool, and Kindergarten.

## **II. Board of Directors**

Responsibility for the administration of Mansfield Discovery Depot is vested in the Board of Directors. This Board of Directors is composed of ten to fourteen members, four of whom must be parents of children currently enrolled.

## **III. Staffing**

***"Teachers in quality early childhood programs have specific preparation, knowledge and skills in child development and early education so that they provide positive interactions, richer language experiences, and quality learning environments. Efforts are made and documented to hire and maintain staff with cultural and racial characteristics of the families served." 10.E.03 NAEYC***

<b><i>The Administrative Team</i></b>	Director
	Assistant Director
	Program Coordinator
	I/T Team Coordinator
	Pre/K Team Coordinator

***Full Time Staff*** Our full time co-teachers, teachers-in training and assistant teachers are responsible for curriculum, parent communication and maintaining healthy and safe environment. Qualifications include formal education in ECE, many years on the job and extensive in-service training.

***Part Time Staff*** Our part time staff work varied hours to provide necessary staff: child ratios. Their qualifications vary— formal education in ECE, years as home providers, energetic high school seniors, certified teachers, and young adults with a knack for child care. Part time staff are supervised by full time staff and are trained to fill in when full time staff are absent. Good part time staff are essential to the continuity we can provide to children.

### ***The Support Staff***

Cook  
Custodian  
Nurse Consultant  
Foster Grandparents  
Volunteers  
College Students

## **IV. Enrollment Decisions**

Mansfield Discovery Depot promotes the enrollment of children from diverse racial, ethnic and economic backgrounds. Children are enrolled using a waiting list. The following factors are also considered:

- Room with the opening;
- Age of child;
- Availability of School Readiness (SR), Department of Social Services (DSS), Local Fee spaces;
- Whether siblings are already enrolled;
- Mansfield residents and UCONN affiliated families;
- Date of application;
- Families with working parent(s)/full-time students.

*Families applying for Department of Social Services sliding fee scale slots must be income eligible and Connecticut residents. Income information is required prior to an enrollment commitment according to the DSS requirements. Single parent families need only show one income but two parent families must show two full incomes to qualify. Families applying for DSS/SR must meet income and resident eligibility requirements. Current income documentation and current DSS/SR sliding fee scales will be used to determine and redetermine parent fees. Fee calculation is reviewed with parent(s), includes parents' signature and parent(s) receive a completed copy of agreement form including fee calculation. DSS determination is annual or with change of income or family size. SR determined every 6 months or with change of income or family size. MDD assists families to access Child Care Assistance Program (Care-4-Kids).*

Children enrolling in our preschool program are expected to have self-help skills for independent toileting. An effort is made to serve the needs of children as long as we can safely provide care. Special Education services, whether through Birth to Three or through the Board of Education, will take place on or off site as determined by the program.

### **A. Transition**

Transition to toddlers, preschool, and kindergarten is a process, not a static event. MDD utilizes parental involvement, communication among parents and teachers, and community collaboration. By coordinating efforts with families and community resources to address the needs of young children, MDD teachers can improve children's readiness for the next transition.

Specifically, our transition procedures and practices involve:

- Quality, positive early learning experiences;
- Aligned, developmental appropriate curriculum;
- Parent involvement particularly during transition activities *i.e. BIG School Photo Books, School Bus visits, registration information shared;*
- Communication and collaboration between MDD staff and elementary school staff;
- Records transferred upon request with signed parental permission.

#### **B. Confidentiality**

Every effort will be made to ensure the confidentiality of all information and processes concerning any child. Under no circumstances will anyone who is not affiliated with the Center observe a child, or will any information about a child be released without parental consent or court order.

***“We shall maintain confidentiality and shall respect the families’ right to privacy, refraining from disclosure of confidential information and intrusion into family life. However, when we have reason to believe that a child’s welfare is at risk, it is permissible to share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child’s interest.”***

**NAEYC**

### **V. Fees**

#### **A. Registration Fee**

There is a \$50.00 non-refundable registration fee due when you pick up your enrollment paperwork for the Infant, Toddler or Preschool program. There is an additional \$50.00 non-refundable registration fee due when you enroll for Kindergarten.

#### **B. Two Week Deposit**

We require a deposit equal to your two-week fee. The administrator who handles enrollment will inform you of the due date. This deposit pays for your last two weeks in the program. Your first tuition payment will be due on your start date.

#### **C. Tuition**

The tuition is based on a yearly fee. Holidays, emergency and weather closings do not affect the schedule or amount of payments. (Payments are not collected for the week of In-Service or the Holiday week between Christmas and New Years Day.) You are paying for your child’s “space” in the Center and are responsible for paying the fee regardless of absences. Families may choose a pay schedule convenient for their situation: weekly payments are due on Monday, biweekly payments are due every other Monday, and monthly payments are due by first Monday of the month. *At anytime that you have a situation that requires you to alter your payment schedule, or you know that you will be behind in payments temporarily, contact the Director to work out a payment schedule.*

The Center does not accept cash or charge card payments. All payments should be made by check or money order. Payments can be deposited directly into the safe beneath the reception desk. As parents last names may be different from their child's please be sure to include your child's name on the check or money order.

**D. Late Tuition Charges**

The Center does not bill parents for tuition. You are responsible for paying on the payment schedule chosen at the time of enrollment. If payment is not made by 5:00 PM Wednesday of the current week, a late charge of \$10 will be added to your account. When payment is unpaid for two weeks your child's space can no longer be reserved and the child cannot attend the Center until the balance is current. Excessive late payments will be cause for dismissal from the Center.

**E. Late Pickup Fees**

There is a \$5.00 late fee assessed for each fifteen-minute increment when you pick up your child late. Late pickup fees are added to your tuition balance if not paid immediately. Non-payment of fees is grounds for dismissal. (See *Late Pickup Policy for more information*)

**F. Confidentiality of Files**

It is the policy of Mansfield Discovery Depot to assume that in cases where a child's parents are separated or divorced, the parent who is responsible for payment of the child's tuition is the custodial parent who is enrolling the child in the Center. This parent will provide all official information and paperwork and all necessary parental signatures and permissions. The child's file containing the records of this parent will be held in confidence.

**VI. Required Forms**

**A. Physical Exam and Immunization Record**

A completed ED 191 Form documenting your child's most recent physical exam (within the last calendar year) with an up-to-date record of immunizations must be filed with us upon enrollment. Child health files include health screening pursuant to **E**arly and **P**eriodic **S**creening, **D**iagnosis and **T**reatment (EPSDT). This record must be updated yearly and must be signed and dated by your child's physician. Information for accessing HUSKY insurance is available. Families will be referred to the appropriate agencies for Hearing, Vision and/or Dental screening upon request or recommendation.

**B. Permissions and Pickup List**

You must have completed and signed the form which gives us permission to act in medical emergencies and have a complete list of local persons (at least three) authorized to pick up your child prior to leaving your child on site.

**C. Up-to-date Parent Phone Numbers**

At enrollment you must give us phone numbers, and a schedule if necessary, which will allow us to reach you in case of an emergency. **Be sure to keep this information current.** If you have a phone number that will only be good for a day, you can write it in the memo notebook where you sign-in/sign-out. Under our licensing regulations enrollment forms are updated every September.

## **VII. Pickup Policies and Procedures**

### **A. Authorizing Persons to Pickup Your Child**

According to State Licensing Regulations we cannot release your child to anyone other than yourself or someone over 18 who you have put on your pickup list in writing. The enrolling parent/guardian may update this list at anytime in the office. Changes cannot be made by telephone. At least three local persons should be listed. These people serve as your emergency backup should your child become sick and you cannot be reached. They must be able to provide transportation for your child. If someone other than yourself will be picking up your child on a certain day please note it, with signature, in the memo notebook where you sign-in/sign-out and let classroom staff know at time of drop off.

### **B. Checking Photo Identification**

If staff caring for your child do not recognize the pickup person, they will ask for photo identification, as well as check the office pickup list. The same person may be asked for an ID several times depending on who is on duty at the time.

### **C. Visiting the Center**

Parent(s)/Guardian(s) who have children enrolled in the Center are welcome to visit the Center at any time. Parents are invited by their child's teacher(s) to volunteer periodically. Parent/Teacher Conferences are offered twice during the year, usually in November and May. The Center is not to be used as a site for supervised visits by non-custodial parents or other relatives.

### **D. Custody Changes**

If your family situation changes and it involves any change in custody, visitation or pickup arrangements you must talk to a member of the Administrative Team to assure that the change is clear. The Center may not be used as a site for supervised visits. Our caution and clarity have given us a 100% record for safety and well-being thus far. Thank you for helping us to maintain that record.

### **E. Daily Sign-in/Sign-out**

Clearly sign your child in and out at the Reception Desk daily. It is a licensing requirement and a safety precaution. Inform anyone who drops off/picks up your child of this requirement. The Center's responsibility for your child ends when your child leaves with you or someone approved by you for pickup. PLEASE HOLD YOUR CHILD'S HAND WHEN GOING TO YOUR VEHICLE-our parking lot is very busy.

### **F. "Coupon Care"**



The Center is open until 5:00 P.M. but we are able to offer 'coupon care' for a limited number of toddler/preschool/kindergarten children each day. 'Coupon Care' is on a first come/first serve basis. You must sign up at the reception desk on the day needed and "coupons" must be purchased in advance @\$6.00 for five (5).

**G. The 'Coupon Care' System**

Our 'coupon care' system is for those whose work or school schedule make it impossible for them to pick up their children at 5:00 P.M. on occasion. Because of the limited number of spaces available, please call before 4:00 P.M if you are signed up for coupon care and know that you will not use it. This allows us to free up a space for another child and you will not be assessed a coupon. If you do not call and arrive before 5:00 P.M you will be assessed a coupon for "holding a space". Any family that picks up a child late four times in a year will lose the option of "coupon care".

**H. Late Pickup Policy**

You are "late" if you pick up your child after 5:00 P.M. The 'official' clock is on the reception desk. If your child is signed up for 'coupon care', you are late if you pick up your child after 5:30 P.M. There is a \$5.00 late fee charged for every fifteen minutes (or part thereof) of tardiness. Staff will begin calling parents and persons on your emergency pickup list when you are late and have not called the Center. When you are ½ hour (30 minutes) late, and no one has been reached that can pick up your child, staff will call the Director. If after one (1) hour (60 minutes) no one has been reached, staff is instructed to call the police and file an abandoned child report. When a child is picked up late, staff will ask you to sign a "late slip". The late fee is due immediately or it will be included in the next tuition payment. Only the Director can waive a late fee. Repeated late pickups or more than one incidence of picking up more than a ½ hour (30 minutes) late in a six (6) month period may be grounds for dismissal from the Center.

**VIII. Health Policies and Procedures**

When your child is well enough to participate in all activities, including going outdoors, he/she may attend the Center. When children arrive and throughout the day, staff perform assessments of each child's health.

**A. Wellness Report**

If a center staff has health related concerns about your child he/she will complete a wellness report giving any observations regarding his/her condition seen during the day. The center staff will make recommendations based on Center Health Policies \*and/or advice of the CDC, State or Local Public Health Departments.

**B. Illness**

- After an extended illness or a surgical procedure, a doctor's note is required before returning to the Center.
- If your child shows signs/symptoms of any short term contagious illness we will call you to pick up your child. In the event that we call you to pick up your child he/she must stay home the next day.
- If your child has a temperature of 100°F\* or higher, has vomited or has diarrhea, or has started an antibiotic he/she must stay home the next day.
- Sick children rest on the cot in the office in the presence of staff when waiting to be picked up by a parent.
- When your child requires antibiotics due to Strep throat or other infectious condition, he/she must stay out of the center for at least the first 24 hours on the antibiotic.
- Staff does not administer medications. Work with your child's physician to determine a dosing schedule around your childcare day.
- In the case of an unexplained rash, the Center may require a doctor's note before allowing your child to return.
- Children with lice must undergo a full treatment and be nit free to return to the Center.

In line with our commitment to practice universal precautions when dealing with first aid we require that any open sores and wounds, on children and adults, be covered while at the Center.

**C. Minor Injuries**

Staff trained in first aid procedures may administer first aid using universal precautions. If staff feels that an injury needs to be seen by a physician, parents are notified to pick up their child. Parents will be contacted for tick removal.

**D. Incident reports**

Incident reports are completed anytime staff administers first aid. This report is placed in your parent mailbox. Staff at Mansfield Discovery Depot use Universal Precautions when handling any bodily fluids, assuming that all is infectious. As blood borne pathogens can be transmitted through blood and saliva, we do not use toothbrushes at the Center.

**E. Medical Emergencies**

Staff trained in first aid administer first aid. 911 is called and children are transported, by ambulance, accompanied by staff, to Windham Hospital. Parents are called to meet the child at the hospital. Our medical consultant or dental consultant is called if parents cannot be reached.

#### **IX. Food Program**

Our food program participates in CACFP (**C**hild and **A**dult **C**are **F**ood **P**rogram) as required by state and federal funding. These guidelines are not negotiable and they bind us. Every family will be asked to complete an enrollment form each July.

##### **A. Milk**

Mansfield Discovery Depot does not serve cow's milk to infants younger than 12 months, and it serves only whole milk to children of ages 12 months to 24 months. *NAEYC 5.B.13*

##### **B. Food Allergies and Alternative Meals**

Menus are posted in every classroom and at the front desk. We are required to serve children all the components of the meal listed unless you have a doctor's note on file. We will then be able to serve your child an alternative for that component. If your child is not on our meal plan, you must bring a complete alternative meal daily. The alternative meal must be "NUT FREE" and must meet the USDA's CACFP dietary guidelines. The meal must be in a labeled and dated container, placed in the kitchen refrigerator and be ready to serve. For that meal your child will not be served any of our menu. In the case of dietary restrictions due to religious beliefs please inform the office and classroom staff so that we can ensure an appropriate alternative to the restricted component.

##### **C. "Nut Free" Center**

All food prepared in our kitchen will be free of nuts or traces of nuts. Families that are supplying their children's meals are asked to provide "nut free" foods. In addition, as a licensed childcare facility, we need to be sure that all food served is safe for them to eat. ***Food that comes from home for sharing must be either whole fruits or commercially prepared foods in factory-sealed containers.*** *NAEYC 5.B.02* The ingredient label is required.

#### **X. Closings**

##### **A. Inclement Weather and Emergency Closings**

When the Mansfield Public Schools announce a delayed opening, we will open at 8:30. If the Mansfield Public Schools announce a cancellation of school for weather/road conditions, we will also close. In the case of cancellation announcements will be made on WILI radio (1400AM, 198FM), and CBS Channel 3 (WFSB). You can also call the Center (487-0062) anytime after 6:00AM for a recorded announcement. If a storm develops during the day and it is necessary to close early you will be called at your daytime number 2 hours prior to closing. **Please keep daytime contact phone numbers current.**

**B. Other Emergency Closings**

In the event that it is deemed necessary to close for emergencies such as a power outage, loss of water or heat, announcements will be made as listed above as soon as we are able.

**C. Tuition**

In the event of delayed openings or closings no adjustment will be made to tuition.

**D. Holidays**

The Center closes for 12 major holidays each year and for the week between Christmas Eve Day and New Year's Day. A list of Holidays is provided at enrollment and every year thereafter. Reminders are published in Center Newsletters and are posted when the holiday is approaching.

**E. In-service Week**

The Center closes for one week at the end of August for teacher training.

**XI. Parent Participation Calendar**

**A. Yearly Opportunities**

Mansfield Discovery Board of Directors  
Board Committees: Fundraising, Public Relations, Board Development  
Mansfield Advocates for Children–*on going membership*  
Classroom Opportunities: Share Hobby or Skill, Read Play an Instrument or Sing  
Help with a Special Activity  
Bring in recycled material for art projects.

**B. Typical Monthly Opportunities**

Parent Orientation – September  
Parent/Teacher Conferences– Fall  
Center-wide Sing-A-Long – December  
We Love to Read – February  
NAEYC Family Surveys - March  
Scholastic Book Fair – April  
Week of the Young Child – April  
Parent/Teacher Conferences - Spring  
Center-wide Sing-A-Long – May  
Basket Bash & Family Fun Night – June  
Center-wide Ice Cream Social – June  
Bicentennial Pond Family Concert – July  
Parenting Workshops – Information posted for families during the year for local parent workshops on parent board in foyer.

**C. Parent Resources**

<http://www.naeyc.org> National Association for the Education of Young

## Children

<http://parenting-ed.org/> Center for Effective Parenting  
<http://rollercoaster.ie/> "For the Ups and Downs of Pregnancy and Parenting"  
<http://parenthood.com/> "We Help Families Grow"  
<http://dph.state.ct.us/> Connecticut Department of Public Health (licensing)  
<http://cpacinc.org/> Connecticut Parent Advocacy Center  
<http://birthto3.org> Birth to Three Developmental Center  
<http://www.sde.ct.gov/> Connecticut State Department of Education  
<http://www.cyfernet.org/> Children, Youth & Families Education & Resource Network  
<http://www.mypyramid.gov> Nutrition and Physical Fitness  
<http://www.infoline.org> INFOLINE 211  
<http://www.huskyhealth.com> Healthcare for Uninsured Kids and Youth  
<http://www.ctdol.state.ct.us/ctworks> CT Works - online job Bank plus workshops and job fairs  
<http://www.about.com/parenting> Parenting and Family Link  
<http://www.kidsource.com> Activities, Information, Websites  
<http://www.justvote.org> Voter Registration  
[www.mansfieldct.org](http://www.mansfieldct.org) Mansfield Public Library, Parks & Recreation, services, programs and special events  
[www.fns.usda.gov/wic](http://www.fns.usda.gov/wic) WIC Program/Access Agency/Windham

## XII. Getting Questions Answered

***Your child's teachers can best answer your day-to-day questions and concerns regarding the classroom.*** The Director, Assistant Director and Team Coordinators are also available to discuss concerns. Feel free to call the office at anytime.

### **A. Resolving Problems**

Most problems in a child care center are non-life threatening and can be resolved by:

- Discussing the problem with the classroom teachers
- Discussing the problem with the Team Coordinators
- Discussing the problem with the Director or Assistant Director
- Discussing the problem with the President **or** to Vice President of the Board of Directors
- **If the problem is not resolved you may contact the Department of Social Services Child Daycare Licensing in Hartford**

### **B. Confidential Comment to the Board**

The Board as a safeguard adopted the following procedure so that any member of the Center community should always feel that they have access to a listening ear for their concerns:

In the case that a staff member or parent believes that the Board should be made aware of something happening at the Center **AND** desires to have their comments remain confidential, the staff member or parent should call the current President of the Board. The President of the Board will meet with the staff member or parent and listen to their concerns. The

President will then determine whether the concerns are best dealt with by a meeting of the Executive Session of the Board. If an Executive Session is not deemed necessary the staff member or parent may request that the President provide him/her with written acknowledgement of the concern and action to be taken. If an Executive Session is necessary, a meeting will be scheduled to be attended by the staff person or parent. Prior to the Executive Session the President may collect any relevant paperwork and information that may help the discussion. The Executive Session will hear the concern(s) and determine any immediate action deemed necessary.

### **XIII. Safety Policies**

#### **A. MDD School Rule:**

**Respect Each other Self Property Environment Children Teachers**

Mansfield Discovery Depot is committed to being a peaceful environment. The safety of all children is a top priority in the M.D.D. program. We believe that children can learn the principles of **RESPECT** and conflict resolution at a young age. We believe that they learn these principles best from adults who are practicing respect and conflict resolution in their own lives. We believe that all persons, adults and children, should be treated with and should offer others respect.

All adults in the building—employees, parents, and visitors, must follow our discipline policy. The goal of our discipline program is to encourage the children to develop and maintain both self-directed pro-social behavior and healthy self-esteem. Discipline is a process whereby the child learns self-control and to respect the rights of others in a community.

**At no time shall any adult (employee, parent, or visitor) in this center:**

- physically harm a child
- use verbal threats
- speak to a child in a way which is disrespectful and may lower his/her self-esteem.

#### **B. Staff**

Staff is held to a high standard of professional behavior, which is detailed in their staff handbook and personnel policies. You have every right to expect respectful professional behavior from the staff in our building. A positive parent-teacher relationship is crucial in order for us to carry out our goals for children. In order to maintain a positive parent-teacher relationship there must be a foundation of mutual respect, honesty, trust, clear communication and consistency. You should expect teachers to treat families with respect.

**At no time shall a staff member:**

- strike or abuse a child, staff member, or parent
- be under the influence of alcohol or drugs on the job
- treat children or parents with disrespect or in a demeaning way

When disciplining children, staff at the center must abide by the discipline policy, which states that teachers will do the following:

- set appropriate clear limits to maintain classroom safety standards for behavior and material use;
- act as positive role models for children and teach conflict resolution skills;
- help children to state the problem and express their feelings verbally;
- respect children's feelings and reassure the child that he/she is liked, it is the behavior that is not liked;
- stop all destructive and abusive behavior with age appropriate methods such as redirection while stressing the social consequences of the action (hurt feelings, sad friends, interrupted play, hurt bodies, etc.);
- Teachers work to prevent challenging or disruptive behaviors through environmental design, schedules that meet the needs and abilities of children, effective transitions and engaging activities. NAEYC 3.A.03
- inform parents about the initial challenging or disruptive behaviors and together analyze the situation and identify strategies to help the child behave appropriately.

#### **C. Parents**

We ask you to join us in creating a climate of peace in our building. A positive parent-teacher relationship is crucial in order for us to carry out our goals for children. In order to maintain a positive parent-teacher relationship there must be a foundation of mutual respect, honesty, trust, clear communication and consistency. We ask that parents treat staff with respect.

##### **At no time shall a parent, guardian or adult caretaker:**

- strike or physically harm or abuse a staff member;
- verbally threaten, harass, or intimidate a staff member;
- speak to or treat a staff member in a manner, which is disrespectful or demeaning;
- be verbally disruptive in the classroom;
- sexually harass a staff member;
- refuse to participate in staff/director requested meetings;
- refuse to go through proper grievance procedures for allegations or complaints by staff.

If parents' behavior is detrimental to the health, welfare or safety of the staff or the program the Center reserves the right immediately involuntarily expel their child/children

#### **D. Environment**

Mansfield Discovery Depot prohibits smoking, firearms, and other significant hazards that pose risks to children and adults on the real property or at any

center sponsored activity. Real property means the land and all temporary and permanent structures, but not limited to, classrooms, hallways, storage facilities, fields and parking lots.

#### **XIV. Behavioral Issues**

##### **A. Children**

The Center is committed to providing a safe and positive learning experience for children. Children are held to a standard of behavior, which assures classroom safety. They are expected to be positive members of the community. We are active in teaching social skills and must expect children to be able to participate in basic safe ways. Children must be able to stay with the group. Running away is not safe inside or outside. Children must have a basic respect for adult limit setting. Constant testing of limits, which requires one-to-one attention from an adult to maintain the safety of the child or the group, is not compatible with group care. Children must have self-control, which allows them to play safely with friends over a full day of care. Patterns of consistent aggressive behavior cannot be tolerated in our classrooms. If a child's behavior becomes a concern, as a general rule, the teacher will discuss the behavior with parents. Efforts will be made to develop a plan that teachers and parents can implement to assist the child in keeping his/her behavior within the safety standards.

If a child's behavior is outside the safety standards the involved staff member (s) will file a safety report. A telephone call will be made and a copy of this report will be given to the parent(s). One copy must be signed by the child's parent (both parents in a two parent household) and returned to the front desk within the next day the child is in attendance. At that time an Action Meeting will be scheduled. *(See section below on Action Meetings)*

##### **B. Immediate Suspension**

Due to the severity or potential danger of misbehavior, there may be rare instances in which a child must be suspended from the program immediately to ensure the safety of the child, a classmate, or adult(s). Any decision to immediately suspend a child from the program will take into account the severity of the misbehavior and the immediacy and impact of that behavior upon the classroom population. If a child is immediately suspended from the program, a safety report will be filed and an Action Meeting to chart the appropriate course of action will be held as soon as possible and no later than five school days after any suspension.

##### **C. Action Meetings**

The goal of the Action Meeting will be to address the identified behavioral issues and develop a plan of action to assist the child in developing and maintaining safe behavior in the classroom. Participants in the Action Meeting will include a center administrator, a classroom teacher, and the child's parents and any consultant or advocate the parents choose to include at their expense. With



parent permission outside resource persons (such as the center's educational consultant or social services consultant) may be asked to attend.

In a two parent household, both parents must participate in this process, preferably with attendance at meetings but at least with signatures on documents, such as safety reports and plans of action. The plan of action will include specific recommendations for parents and staff and may include a recommendation for the involvement of outside resources (such as counseling services, education evaluations, consultants). All those participating in the meeting will sign the recommendations.

The action team will set a probation period during which all adults will follow through on recommendations included in the plan and the child's behavior will be monitored. At the end of the probation period the center director will convene a second Action Meeting. Based on an assessment of the extent to which the child's behavior has been brought into safe limits the team may decide (1) to end the probation period; (2) to extend the probation period; or (3) if there still is an active pattern of unsafe incidents, to immediately expel the child. Tuition will continue to **accrue** during this process.

- If the decision is to end the probation period, an agreement will be prepared by the Mansfield Discovery Depot Administrative Team and signed by the parents and staff that will set forth the commitment to continued enrollment and any- interventions that are expected to continue.
- If the decision is to extend the probation period, a timeframe for this period will be set and at the end of this period the director will convene another Action Meeting.
- If the decision is to expel the child from the program the procedures for involuntary expulsion (described in a later section )will be followed.
- Failure of parent(s) to participate in Action Meeting will result in expulsion of the child from MDD.

## **XV. Administrative Withdrawal**

### **A. By the Parent**

You may withdraw your child at anytime with a two week notice. Your deposit pays your fees for the final two weeks.

### **B. By the Center**

We wish we could meet the needs of every child and family, but of course we cannot, so in some rare situations, withdrawal by the Center may be necessary.

### **C. Administrative Withdrawal**

Mansfield Discovery Depot reserves the right to withdraw a child with two week notice due to parental failure to comply with administrative policies as follows:

- If there has been an unexplained absence of 5 consecutive days
- If your fee is past due and you have not made payment arrangements
- If you have not followed through on arrangements to pay the balance
- If your child's medical record is over a year old and you have not given us a new one
- If you do not give us daytime phone numbers where you or someone can be reached in an emergency
- If family income, used to determine your fee, is misrepresented
- If you have not completed and/or updated our Federal Food Program enrollment form

**D. Right to Appeal for Administrative Withdrawal or Expulsion**

If the Mansfield Discovery Depot administratively withdraws or expels a child from the program this is a Final Action with the right to appeal. After the Final Action has been executed, efforts will be made to notify the family of the Final Action by telephone or in person as quickly as possible. During the conversation, MDD staff will tell the family why the Final Action has been executed, describe the appeal rights listed below, and explain that a written notification will be mailed to the family by the end of the following business day. The staff person who informs the family of the Final Action will document such contact. The letter will be sent by the end of the following business day. The letter must explain why the Final Action has been executed and how the family may exercise its appeal rights.

In the event that the MDD staff is not able to discuss the final action with the child's family via telephone or in person on the day it is executed, written notice must be sent to the family via certified mail by the end of the following business day. The letter must explain why the Final Action was executed and how the family may exercise its appeal rights.

The family may exercise its right to appeal by written or verbal request. It must do this by contacting the Mansfield Discovery Depot within five days of receiving notice of the Final Action. When an appeal is requested, the Withdrawal Committee will be convened for a Final Action Hearing. The Withdrawal Committee is a standing committee consisting of three members of the Mansfield Discovery Depot Board of Directors who have been duly appointed by the Board. The Committee will be convened as quickly as possible, but no later than five days after notice from the family indicating its wish to exercise its Final Action Appeal Rights. The family's tuition obligation will continue during the appeal process.

The hearing will be conducted as expeditiously as possible. The Withdrawal Committee will have substantial discretion regarding the manner in which the hearing shall proceed. At its own expense, the child's family may be represented by counsel. Both the family and Mansfield Discovery Depot may make statements, call witnesses, or produce physical evidence as they see fit.

The Withdrawal Committee will consider all information put before it. Based on all the information, it will determine whether the Final Action should stand. If the Final Action is reversed, if appropriate, an Action Committee will be convened in order to develop a plan of action to assist the child in developing and maintaining safe behavior in the classroom.

After the Withdrawal Committee issues its decision, there are no further appeal rights available. All information from the hearing will be kept strictly confidential.

**E. Immediate Expulsion Policy**

As recommended by Department Public Health, Mansfield Discovery Depot reserves the right to immediately expel any child from the Center at any time. If a child is expelled under this policy, there are no appeal rights.

**XVI. Mandated Reporting of Child Abuse**

As day care providers we must comply with the Connecticut State Law, which designates us as mandated reporters of suspected abuse and neglect. When, as professionals, we deem a child to be at risk we do our best to offer families referrals on a preventative basis. If we suspect that abuse is occurring we must call the Department of Children and Families whose job it is to investigate and make a determination.

**XVII. Emergency Evacuation**

In the event that Mansfield Discovery Depot must be evacuated, children will be safely walked, with the assistance of emergency personnel, to the Mansfield Christian Fellowship Church at 105 Depot Road. Parents will be called to pick up children there. The staff will wait there for the parent(s) or emergency authorized pick-up person(s).

**XVIII. Miscellaneous**

**Advertising for Babysitters**

It is the policy of the Center that no notices advertising for babysitters who are available or for the recruitment of babysitters shall be posted at the Center.

*Revised 4/96, 6/96,10/97,2/98,3/99,8/00,4/01,3/02,6/03,5/05, 6/07,12/07,1/08, 4/09, 5/09, 6/09, 11/09,1/10, 3/10, 4/10, 9/10*